

25X1A

[REDACTED] DAD/CO

15 February 1957

Deputy Chief, Document Division, CR

Proposal for Consolidated Receipt for Reports

1. As discussed, attached are five copies of a proposal for a new form for use in preparing receipts for transmitting Information Reports to OGR for dissemination.

2. Please let me know on extension 3541 if 1400 Thursday 21 Feb. 1957 will be a convenient time for representatives of your divisions to meet in my office with representatives of the other CIA offices involved to agree on the final draft of this form.

[REDACTED] 25X1A

Attachments:
as stated above.

cc: [REDACTED] OIS/RQM
cc: [REDACTED] PSD/LO
cc: [REDACTED] MGT/S

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PROPOSAL

15 February 1957

SUBJECT: Consolidated Receipt for Reports

1. It is proposed that the attached form preprinted on a master ditto be used by OO and LO/P&D in preparing receipts for transmittal of OO and CS Information Reports for dissemination by OCR.
2. Under our present procedures of receipting it is necessary to type separate receipts several times when disseminating copies of the reports to the intelligence components outside CIA.
3. If the master ditto form is used for preparing the initial receipt and is forwarded to OCR/DD with the bundle of reports to be disseminated, sufficient copies can be made by OCR for use in forwarding the reports to the regular recipients outside CIA.
4. The attached form incorporates spaces and columns of the several forms presently in use. Flimsy inserts can be used by the OO offices and LO/P&D for their record and control purposes, and the typed master ditto would be forwarded to OCR/DD with the "TO" and "FROM" and "RETURN COPY TO" spaces left blank. These spaces on the flimsys and on the copies run off from the master ditto would be marked when the reports are forwarded at each control point.